This document constitutes the academic personnel bylaws of the Department of Microbiology, Immunology and Molecular Genetics (MIMG). This document was made available for review by the departmental Senate Faculty and ratified by a 2/3 secret ballot vote on January 20, 2016 (22 yes; 0 no; 0 abstain).

I. Departmental Academic Senate Membership

The Department of MIMG has as its Academic Senate Members:

a. Regular Faculty Series both Tenured and Tenure Track
b. In-Residence

II. Academic Personnel Actions

A. In-Residence Voting Rights

Professors (holding the rank of Associate and Full) have by a 2/3 majority secret ballot extended the right to vote on Academic Personnel Actions to In-Residence Faculty. [01/20/2016; 20 yes, 0 no, 0 abstain]

B. Appointments

Professors (holding the rank of Associate and Full) are enfranchised to vote on appointments that confer Academic Senate membership (SB 55(B)(1)). MIMG’s professors at the rank of Associate and Full voted by a 2/3 majority secret ballot to extend the vote for appointments that confer senate membership to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

C. Non-Reappointments/Termination of Assistant Titles

Professors (holding the rank of Associate and Full) are enfranchised to vote on the non-reappointments or terminations of Assistant Professors. MIMG’s professors at the rank of Associate and Full voted by a 2/3 majority secret ballot to extend the vote for non-reappointments or termination of Assistant Titles to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

D. 4th Year Appraisals

Professors (holding the rank of Associate and Full) in the Regular Faculty Series are enfranchised to vote on the 4th year appraisals. MIMG’s professors at the rank of
Associate and Full voted by a 2/3 majority secret ballot to extend the vote for 4th year appraisals of Assistant Titles to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

E. Promotions to Full Professor
Full Professors are enfranchised to vote on promotions to the rank of Professor. MIMG’s full Professors voted by a 2/3 majority secret ballot to extend the vote on Promotion to Full Professor to Associate Professors [01/20/2016, 15 yes, 0 no, 0 abstain], Assistant Professors [01/20/2016, 15 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 14 yes, 0 no, 1 abstain].

F. Promotions to Associate Professor
Full and Associate Professors are enfranchised to vote on promotions to the rank of Associate Professor. MIMG’s Full and Associate Professors voted by a 2/3 majority secret ballot to extend the vote on Promotion to Associate Professor to Assistant Professors [01/20/2016, 20 yes, 0 no, 0 abstain] and Recalled Emeriti [01/20/2016, 19 yes, 0 no, 1 abstain].

G. Merit Actions / Merit Review Committee
Merit actions, both on time, and 1 year accelerations, shall be delegated to the elected Departmental Merit Review Committee (MRC). The MRC will be elected annually by Senate Members and shall be composed only of Senate Members at the Full and Associate ranks.

The MRC may recommend that any merit action be referred to the full voting faculty for consideration.

The Full Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 15 yes, 0 no, 0 abstain].

The Associate Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 5 yes, 0 no, 0 abstain].

The Assistant Professor series voted by a 2/3 majority secret ballot to delegate on time, and accelerated merit actions of 1 year to the MRC. [01/20/2016, 2 yes, 0 no, 0 abstain].

H. Split and Joint Appointments
All Academic Personnel actions for Faculty with secondary appointment in MIMG, who have not requested a waiver for consideration of their personnel actions, shall be handled in the same manner as faculty with primary appointment in MIMG.
All Academic Personnel actions for Faculty with split appointment in MIMG shall also be handled in the same manner as faculty with primary appointment in MIMG.

I. 5 Year Reviews
Review of dossiers for 5 year reviews shall be performed by the MIMG Merit Review Committee (MRC). Their report shall be provided to Chair, who will make recommendation in a Chair’s letter.

J. Non-Personnel Substantial Questions
The Non-Personnel Substantial Questions in MIMG shall include the authorization and supervision of all courses and curricula, all matters concerning departmental degree programs, and determining membership of the various UCLA faculties and councils. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions.

K. Non-Senate Faculty
MIMG uses the following Non-Senate faculty Titles: Visiting Academic Titles, Adjunct Series, Research Series, Project Scientist, Specialist, Academic Coordinator, Lecturer Series (without security of employment).

Non-Senate Faculty Personnel actions shall be handled by the standing Merit Review Committee (MRC).

III. The Chair shall designate a Vice-Chair for Academic Personnel from the annually elected Merit Review Committee (MRC) and the Vice Chair for Academic Personnel will Chair the standing MRC and will assist the Chair in appointment of ad hoc committees for consideration of promotions.